

Vacancy Announcement #00-324 DS/cs

LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator (Intelligence Officer), GS-1811-13

LOCATION: Bureau of Alcohol, Tobacco & Firearms
Deputy Assistant Director Field Operations (East)
Charlotte Field Division
Charlotte IV (Intelligence) Field Office
Charlotte, NC

OPENING DATE: July 20, 2000

CLOSING DATE: August 16, 2000

AREA OF CONSIDERATION: Bureau-wide

DESCRIPTION OF DUTIES: The position is located in a field division and the incumbent is responsible for the prevention, detection, and investigation of substantive and conspiracy type violations of laws administered and enforced by ATF. He/she independently conducts criminal investigations which exceed the GS-12 level in their complexity. As the Field Division Intelligence Officer, the incumbent is fully experienced in intelligence collection techniques and analytical procedures. Intelligence investigations may involve, but are not limited to such areas as major firearms and narcotics trafficking organizations, arson rings, traditional and nontraditional organized crime and other complex criminal conspiracies.

ELIGIBILITY REQUIREMENTS: Any GS-1811-12 employee who has one year in grade within 60 days of the closing date of this announcement is eligible for consideration. In addition, any GS/GM-1811-13 employee eligible for non-competitive reassignment as defined in ATF Order 2335.2E may apply.

EVALUATION METHODS: Applicants will be evaluated by using standard evaluation criteria, performance appraisal, awards and self-development. Points will be credited as specified in Attachment I of this announcement. If 10 or fewer competitive applicants apply, no panel will be convened. Therefore, all applicants will be certified to the selecting official as best qualified. In any case, however, names will be referred to the selecting official in alphabetical order, not score order.

Credit for **self-development** will be assigned based on information provided by the applicant on ATF F 2335.31, Merit Promotion Application (LE). Credit for **awards** will be assigned based on information provided by the applicant on ATF F 2335.31 and required award supporting documentation as described in the application procedures. Points for the performance evaluation will be given on information provided in one of the following: (1) the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or (2) the three most

recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.

Narrative evaluation criteria will be prepared by the applicant, and should not exceed three pages.

A maximum of 8 points may be assigned by the panel for each narrative evaluation criteria listed in Attachment I. Points awarded will be based on specific examples cited for each criteria. Each example must give the year of occurrence. Narrative criteria not containing specific details and information will receive a reduced number of points.

APPLICATION PROCEDURES: Applicants must submit all necessary document to be received at Headquarters Merit Promotion Branch no later than close of business on the closing date of this announcement.

Applicants applying under competitive/non competitive procedures must submit the following:

1. Completed and signed copy of ATF F 2335.31, Merit Promotion Application,
2. Award supporting documentation (copies of the Department of Treasury Form(s) 64-51.2 or 4009) for awards received within the last 2 years,
3. Narrative criteria prepared by the applicant for criteria 1,3,7,8,10,11. (See Attachment I),
4. Most recent performance appraisal of record (not subject to a discrimination challenge) OR the three most recent performance appraisal ratings of record (not subject to a discrimination challenge).

Send completed forms to: Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division,
650 Massachusetts Avenue, NW,
Attn: Merit Promotion Branch Room 4170
Washington, D.C. 20226
(202) 927-8610

ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number above.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, MARITAL STATUS, POLITICS, RELIGION OR ANY OTHER NONMERIT REASON.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms Vacancy Announcement: **#00-324 DS/CS**

Position Title, Series and Grade: **Criminal Investigator, (Intell. Ofcr.), GS-1811-13**

Name and Address *(applicants, please complete)*

The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best-qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

- | | |
|--|--|
| <input type="checkbox"/> Lack general experience | <input type="checkbox"/> Lack required time in grade |
| <input type="checkbox"/> Lack specialized experience | <input type="checkbox"/> Lack education requirements |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |
| <input type="checkbox"/> Other: _____ | |

___ Recruitment under this announcement has been cancelled.

Dennis Snyder
Personnel Management Specialist

_____ Date

The application you submitted for Vacancy Announcement: **#00-324 DS/CS**, position title, series and grade: **Criminal Investigator (Intell. Ofcr.), GS-1811-13** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel. The Personnel Division upon completion of the selection process will notify you.

Name and Address *(applicants, please complete)*

Attachment I

AWARDS (5 points maximum) (Awarded one time). 0 to 5 points will be awarded for each Special Act or Service award received within 2 years of the closing date of this announcement. Total points awarded will be determined according to the relevance of the award to the vacancy.

SELF-DEVELOPMENT (5 points maximum) (Awarded one time). To be credited, degrees and/or courses must have been in job related field (e.g. police administration, law enforcement, business/public administration).

Room 4170

3 points for 1 year (30 semester hours or 45 quarter hours) of job related college level courses taken in addition to a bachelor's degree.

5 points for a master's or doctorate in a related field.

PERFORMANCE APPRAISAL (Awarded one time)

Points for the overall annual performance rating will be given as follows:

- 0 points - Unacceptable Performance
- 0 points - Less Than Fully Successful Performance
- 5 points - Fully Successful Performance
- 10 points - Exceeds Fully Successful Performance
- 15 points - Outstanding Performance

NARRATIVE EVALUATION CRITERIA (48 points maximum) (Per panel member)

1. Knowledge of the investigative techniques and the enforcement responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional responsibilities, enforcement/operating programs, guidelines and policies, and the interrelationship between the various associate directorates.
3. Willingness to work with and ability to successfully enlist the support and cooperation of subordinates, peers, representatives of other law enforcement organizations and appropriate members of the public.
7. Ability to efficiently plan and organize one's own work and/or that of an office or territory while adjusting to changing workloads, resources and priorities.
8. Ability to communicate, both orally and in writing, in an organized, concise and rational manner.
10. Ability to independently perform and initiate work projects and follow up without close supervision and to assume responsibility for the timely reporting to immediate supervision.
11. Knowledge of conspiracy laws and demonstrated ability to compile and present evidence for complicated, involved criminal prosecutions. Also, ability to coordinate witnesses in complicated prosecutions.